

EXAMINATION ADMINISTRATION PROCEDURES

School of Law University of North Dakota

Scope: Unless the examination instructions for a course indicate otherwise, the following procedures apply to the administration of examinations.

Examination Rooms: Each student will be assigned an examination room in advance of the exam. Room assignments will be posted outside the Office of the Dean at least 24 hours prior to the examination period. Exams may only be taken in designated testing areas.

Distribution of Exams: Examinations will be distributed in the exam room. Examinations and blue books will be placed facedown at each seat in the assigned exam room. The room will be unlocked by the examination official 10 minutes prior to the start of the exam. When the room is unlocked, you may be seated where an exam has been placed; exams cannot be moved to different seats. Do not turn over the examination until directed to do so. No law school-related materials may be taken into examination rooms, except for those items specifically permitted under the exam instructions. Proctors will be provided with a list of permitted materials for each exam.

Timeliness: Students must be on time for their examinations. If you arrive more than 15 minutes late, you must get the exam from the Office of the Dean. Except in extraordinary circumstances, an exam that starts late must be turned in at the scheduled conclusion of the exam. The clock in each exam room will serve as the "official" time-clock for each exam.

Conduct: Roving proctors will be monitoring each examination room for every scheduled exam period, and may come in and out of the room at any time during the examination period. During the course of the examination, you may not talk to other students, share any materials or examinations or answers, or otherwise interact or collaborate in any way. No more than one student may be absent from the examination room at any given time during the course of the examination time, except for those students who have left the exam room to turn in their examinations to the Office of the Dean. During the exam, you may leave the examination room to use the restroom, but you must first sign and indicate the time on the sign-out sheet provided at the front of the room, and again, only one student from each room is allowed to be signed out at a time. You may not, however, go into non-testing areas or leave the building until your examination has been turned in. Returning from the restroom, you must sign back in on the sheet, indicating the time you have returned. Absolute quiet must be maintained in the law building. No conversation is permitted in the testing areas or corridors during the mornings and afternoons that examinations are being given.

Exam Format: All blue books will be furnished by the Law School and will be date-stamped. Place your exam number on each blue book. Identify yourself only by exam number. **DO NOT WRITE YOUR NAME OR ANY OTHER IDENTIFYING INFORMATION OTHER THAN THE EXAM NUMBER ON THE EXAM OR BLUE BOOK(S).**

Unless the exam instructions advise otherwise, all exam answers must be written in ink. Pencils and forms will be provided for exams that utilize mechanical scoring.

Do not remove any pages from a blue book that is turned in. At the discretion of the instructor, blue books that have pages removed may not be read.

Number your blue books in the following manner; Book 1 of 1 Books, Book 1 of 2 Books, Book 2 of 2 Books, etc. A stamped space for numbering of the blue books is provided on each blue book.

If you complete your exam more than 10 minutes prior to the scheduled end of the exam, bring your exam and blue book(s) directly to the Office of the Dean. During the last 10 minutes before the conclusion of the exam, do not remove any exam from the exam room. An examination official will be in the exam room for the last 10 minutes. At the conclusion of the exam, you will be directed to stop writing, and the examination official will collect the remaining exams and blue book(s).

When you complete your exam, you must leave the testing areas and corridors IMMEDIATELY.

You may not continue to write after the exam official has directed you to stop writing. Failure to comply will be reported to the Office of the Dean. Grading sanctions may be imposed for late exams at the discretion of the faculty member teaching the course.

Interrupted exams: Circumstances that require an interruption of the exam must be brought to the attention of the Office of the Dean.

Rescheduling exams: If you need to reschedule an examination, you must file a written request with the Director of Admissions & Records as far in advance of the scheduled time as possible. Students MUST NOT discuss the rescheduling of examinations with faculty members. A request for rescheduling of an examination must be made by the last day of scheduled classes, absent special circumstances that make an earlier request infeasible.

Disability Accommodation Requests: Students requesting disability accommodations are expected to register with the Disability Support Services (DSS) office (located in Room 190, McCannel Hall, 777-3425). Requests for other accommodations must be made through the Office of the Dean. A request for accommodations must be made as early as possible to allow sufficient time for processing the request and implementing any appropriate accommodations.

Failure to comply with the above procedures or exam instructions may constitute academic dishonesty or misconduct.

Adopted November 2005 – supersedes previous policies and procedures.